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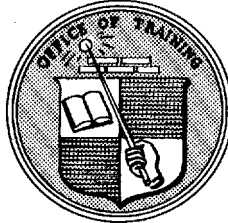
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OFFICE OF TRAINING BULLETIN

TO: Training Officers
of DDS

8 October 1959

SPECIAL BULLETIN
Number 22-59



Filing Workshop

26 October 1959

A one-day, Filing Workshop for employees of the DDS who are responsible for filing or the supervision of files will be conducted on ~~26 October~~ ^{20 Nov}, in Room 501, 1016 16th Street. It will be given jointly by the Clerical Training Faculty of the Office of Training and the Records Management Staff. Enrollment is limited to 35. Applicants should complete a Form 73, Request for Internal Training, and send it through Training Officers to the Registrar no later than ~~19 October~~.

The workshop will emphasize the Agency's Subject Numeric Filing System as established in Handbook . The morning portion (0930-1200) will include a review of the Agency's system, classifying, filing techniques, and some practical tips on filing. In the afternoon (1300-1600) there will be clinics during which students can discuss any problems with analysts from the Records Management Staff. Those not resolved at this time will be scheduled for later attention.

This is the first of three Filing Workshops that were announced in the September-October issue of the OTR Bulletin. Further details on the programs may be directed to the Information Branch/RS/TR, extension

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work for a ten-minute interview. At this time, levels of pronunciation, understanding and speaking are scored. Later, all results are forwarded by the Testing and Research Staff/TR to the Information Branch of the Registrar Staff for evaluation, principally with respect to awards for achievement (if higher levels of proficiency are attained) or for maintenance, if awardable levels are kept.

If scores are such that the person receives an award, the decision is sent to the Registrar for his signature of approval, after which a final report is completed for the Comptroller. This report includes the original (the Comptroller's copy) of Form 1273. In all cases, including those who do not receive an award, a first copy of the same form, showing test results, is sent to the Machine Records Division where scores are recorded in the LQR. A second copy is sent to the Training Officer who informs the individual of the results. Meanwhile, all scores and decisions are retained in the files of the Information Branch.

The schedule of tests for the remainder of '59 is:

Albanian	12 Nov	Japanese	3 Dec
Amharic	29 Oct	Korean	8 Oct
Arabic	8 Oct	Malay	29 Oct
Cambodian	29 Oct	Pashto	29 Oct
Chinese	24 Nov	Persian	10 Nov
Croatian	13 Oct	Polish	15 Oct
Czech	10 Nov	Portuguese	27 Oct
Finnish	8 Oct	Russian	22 Oct
French	6 Oct	Russian	1 Dec
French	5 Nov	Spanish	19 Nov
French	8 Dec	Swahili	29 Oct
German	3 Nov	Swedish	12 Nov
German	10 Dec	Tibetan	29 Oct
Greek	20 Oct	Turkish	13 Oct
Icelandic	29 Oct	Urdu	15 Dec
Italian	17 Nov	Vietnamese	13 Oct

A 1960 schedule will be published in early December, this year.

OTR to Publish New Catalog

About mid-October, the Fall issue of the OTR Catalog will be available to offices throughout the Agency. It will be published in two editions for headquarters purposes, and in a single, smaller edition for the field. The publication has a new format: it is 6 x 9 and courses are identified according to category and by the newly adopted OTR codes. Each is described much more briefly than in previous issues.

In addition to summaries of OTR's courses, there are descriptions of those conducted by other Offices of the Agency in which Agency employees not necessarily of the sponsoring office may be enrolled. Selected programs of other Government agencies and departments and of non-Government institutions are also included.

General information on administration and registration procedures and on requirements for courses are explained in the foreword.

Copies of headquarters' issues will be distributed to Senior personnel and Training Officers.

Filing Workshops Scheduled

A series of one-day, Filing Workshops for employees engaged in filing or files supervision will be presented jointly by the Records Management Staff and the Clerical Training Faculty of the Office of Training. The first workshop on 26 October is for employees of the DDS. The second is scheduled 16 November for DDI, and the third, 7 December, for DDP. Classes will meet

from 0930 to 1200, and from 1300 to 1600 in Room 501, 1016 165h Street.

Enrollment for the DDS session is limited to 35. Registration closes on 19 October. Applicants should register through their Training Officers.

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The course will emphasize the Agency's Subject Numeric Filing System as established in Handbook [redacted]. The morning program will include a review of the Agency's system, classifying, and filing techniques. In the afternoon there will be clinics on filing problems during which students from each component will discuss their problems with an analyst from the Records Management Staff. Those problems that are not resolved during the clinics will be scheduled for further attention through the Area Records Officer of the respective component.

dated 2 September. In this bulletin the new features of the form are described, with particular emphasis on the fact that a considerable amount of biographic and professional information is no longer required of the person who completes it and that the Registrar's office will now furnish the information on past training.

From analysis of past applications it is apparent that over 90% of our employees apply for one course at a time. The form is designed to provide for this percentage. However, for the remaining ten percent, the Registrar has no objections to one form being used for two - or more - OTR courses, if they are in sequence or are closely related from a standpoint of scheduling. In these cases personnel in his office will complete any supplementary detail necessary for registration.

OTR Revises Request for Internal Training Form

Recently, a new version of Form 73, Request for Internal Training, was distributed to the supply centers throughout the Agency. This is the form (5 x 8) that should be used from now on for registration in OTR's courses. It can also be used to register in courses given by other offices in the Organization. Although there is some of the old stock (8 x 10½) available as yet, we recommend its use only to register in the off-duty language courses.

The original announcement of the availability of the new form was made in OTR Special Bulletin, 17-59,

USDA Expands Training Program

A concerted effort to supplement studies not only for the high school graduate but also the non-graduate is being made by the U.S. Department of Agriculture. It has expanded its extension program for this group, and according to its catalog, in the Spring semester, among the many of its courses, will give the following:

Mathematics and Statistics
(Scientific and Business Data Processing on Electronic Computers, Trigonometry and Analytic Geometry, Calculus)

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